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Approved For Release 2003/12/19 : CIA-RDP78T04759A009700010079-5

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CENTRAL INTELLIGENCE AGENCY
Directorate of Intelligence
Imagery Analysis Service

IAS INSTRUCTION NO. 5-2

PUBLICATIONS
December 1970

SUBJECT: Guidelines for Preparing Interoffice Memoranda

This document has been approved by the IAS Production Board. It provides general guidance and specific instructions for preparing and disseminating interoffice memoranda. For further guidance see the IAS Publications Officer.

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Acting Director
Imagery Analysis Service

Distribution:
All Employees

DECLASS REVIEW by NIMA/DOD

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GROUP 1: EXCLUDED FROM
AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

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GUIDELINES FOR PREPARING INTEROFFICE MEMORANDA

These guidelines are designed to standardize and simplify the preparation of interoffice memoranda in IAS.

Two formats are involved. One is the traditional self-contained format shown in Example 1. This format will be used for RSD memos to DDP and for other IOM's which have four pages or less of typewritten text, unless they are to receive multiple distribution requiring separate transmittal memos. For the latter use the second format.

The second format, shown in Example 2, is more flexible. It involves the use of a non-substantive transmittal memorandum at the SECRET classification. This format will be used for IOM's which have more than four typewritten pages or will receive multiple distribution requiring separate transmittal memoranda. Examples 3, 4, 5, and 6 are sample transmittal memoranda for distribution to the [redacted] organizations outside CIA and NPIC.

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In both formats, photos, drawings, maps, charts, graphs and tables will be assigned figure or table numbers. The use of "attachments" and "enclosures" should be virtually eliminated.

Because IOM's vary so much, no attempt is made here to dictate how the body of the memos should look. The paragraphs may or may not be numbered. In either case, headings and subheadings are encouraged because they are helpful to the organization and readability of a memo.

Exceptions or problems in following these guidelines should be handled on a case-by-case basis with the Publications Officer.

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Example 1

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IAS/Division-000/70
14 December 1970
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MEMORANDUM FOR: Chief, Indochina Division, OER

ATTENTION:

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THROUGH: Chief, Requirements Branch, Reconnaissance Group, IRS

SUBJECT: Communist Logistics Activity in the North Vietnamese
Panhandle

REFERENCE: (a) Requirement No. C-ER0-00,000, 20 July 1970
(b) CIA/IAS Project No. 050000

1. This memorandum is in response to your continuing requirement

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2.

a. Coastal Shipping

Fifty-nine waterborne

The merchant ship

b. Rail Facilities

The Vinh Railyard

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IAS/I-5-2
Example 1

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Construction work -----

c. Route IA

Although there were -----


d. Infiltration Routes

Photography of -----

Photography of -----

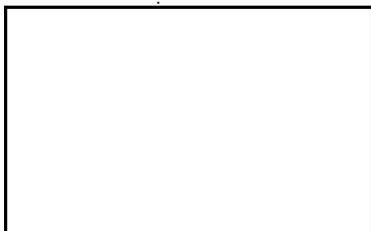
3. The following missions were -----

4. Questions regarding this project -----


Acting Director
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IAS/I-5-2

Example 2

Sample Transmittal. Place under proper control cover sheet.

IAS/Division-000/70

14 December 1970

MEMORANDUM FOR: Chief, Systems Division, FMSAC

ATTENTION: Mr. John Doe

THROUGH: Chief, Requirements Branch, Reconnaissance Group, IRS

SUBJECT: Transmittal of Memorandum

REFERENCES: (a) Requirement No. C-DSO-00,000
(b) IAS Project No. 050000

1. The attached memorandum, [] is in response to your requirement dated 18 May 1970.

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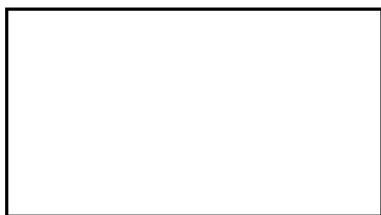
2. Questions regarding this project may be directed to the imagery analyst, [] of the Missile Systems Division, IAS on []. This project is considered to be complete.

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[]
Acting Director
Imagery Analysis Service

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Attachment:
As stated



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Example 2

CENTRAL INTELLIGENCE AGENCY
Directorate of Intelligence

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14 December 1970

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SUBJECT: SS-NX-8 Related Activities at Nenoksa Missile Test Center, USSR

Introduction

This memorandum presents a photographic and mensural analysis of all

The information is presented in three sections. The first -----

Changes Observed to Facilities
Associated with the SS-NX-8 Program

The SS-NX-8 missile is -----

Probable Alignment/Calibration Device or Launch Tube Liner

During the summer of 1968 -----

Launch Tube Extension

The launch tube extension ----- 25X1D

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Next 2 Page(s) In Document Exempt

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Example 6

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Sample Transmittal. Place under proper control cover sheet. Do not include "Distribution" on copies to addressee.

IAS/Division-000/70
14 December 1970

MEMORANDUM FOR: (U.S. Organization Outside CIA and NPIC)

ATTENTION: [REDACTED]

SUBJECT: Transmittal of Memorandum

1. The attached memorandum, [REDACTED] was prepared in response to an internal CIA request. We think, however, that it may be of interest to your organization, and we invite any comments you may wish to make. Please be advised that the memorandum reflects the views of IAS alone and has not been coordinated with other components of CIA.

2. Questions or comments should be directed to the imagery analyst, [REDACTED] of the Air and Naval Branch/Military Division of IAS on [REDACTED]

[REDACTED]
Acting Director
CIA Imagery Analysis ServiceAttachment:
As statedDistribution:
Orig - Addressee
1 - Division/IAS

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